



Tuolumne Utilities District
Job Description
Finance Director

POSITION:	Finance Director	DEPARTMENT:	Finance
REPORTS TO:	General Manager		
PAY RANGE:	71	DATE PREPARED:	Dec 2012
INCUMBENT:			

General Description:

The Finance Director is appointed by the Board of Directors of Tuolumne Utilities District to serve as Treasurer pursuant to the California Water Code Section 30540 (b) 1. The Finance Director reports to the General Manager and serves under his/her general direction. As treasurer, the Finance Director is responsible to install and maintain a system of auditing and accounting that shall completely and at all times show the financial condition of the district.

The Finance Director oversees the activities and operations of the Finance Department, which includes accounting, budget, cash flow, customer service, investments, management of cash and revenue, long-term capital planning, purchasing and inventory, payroll, receivables and payables, information technology and utility billing. Advises management and the Board of Directors on financial issues. Coordinates assigned activities with other District departments and outside agencies. Analyzes rate structures for adequacy, equitability, and compliance with law. Prepares capital improvement and equipment financing and funding plans. Provides highly responsible and complex fiscal support to the General Manager.

Supervision:

As Department Head of the Finance Department, directs the work of the Accounting and Customer Service departments.

Essential Functions - *Essential responsibilities and duties may include, but are not limited to, the following:*

- ♦ Assume full management responsibilities for all Finance Department services and activities including accounting, budgeting, customer service, and investments; recommend and administer policies and procedures.
- ♦ Oversee and participate in the development and administration of the District's annual budget; analyze forecasted funds for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- ♦ Develop, implement and manage the District's investment program to maximize income and meet established needs.
- ♦ Provide assistance to the General Manager and Board of Directors; prepare and present staff reports and other necessary correspondence.
- ♦ Coordinate and participate in the preparation of the District's comprehensive financial report; develop and update the District's long term financial plan, including financial analysis for the

District; ensure compliance with local, state and federal laws, codes and ordinances; prepare financial statements.

- ♦ Participate in the planning, coordination and development of rates and charges for recommendation of adoption by the Board of Directors.
- ♦ Prepare RFP's and review proposals for bonds and certificates of participation (COP); coordinate document preparation necessary to issue bonds and COP; present documents for Board approval and coordinate closing.
- ♦ Plan, direct and coordinate the Finance Department's work plan; assign projects and areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- ♦ Select, train, motivate and evaluate Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- ♦ Coordinate Finance Department activities with those of other departments and outside agencies and organizations.
- ♦ Perform annual revenue projections and monitoring.
- ♦ Perform related duties and responsibilities as required.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- ♦ Operations, services and activities of a comprehensive financial management program.
- ♦ Principles and practices of accounting, bookkeeping and budget processing.
- ♦ Principles of economics and financial practices including banking and investments.
- ♦ Operation of financial and data processing software and related tools
- ♦ Principles and practices of program development and administration.
- ♦ Principles and practices of budget preparation and administration.
- ♦ Procedures and administration of purchasing, warehousing and inventory control.
- ♦ Principles of supervision, training and performance evaluation.
- ♦ Pertinent federal, state, and local laws, codes and regulations.

Ability to:

- ♦ Lead and direct the operations, services and activities of the Financial Services Department.
- ♦ Delegate authority and responsibility.
- ♦ Identify and respond to community and Board of Directors issues, concerns, and needs.
- ♦ Develop and administer departmental goals, objectives and procedures.
- ♦ Prepare clear and concise administrative and financial reports and public presentations.

- ♦ Prepare and administer complex budgets.
- ♦ Forecast funds needed for District staffing, equipment, materials and supplies.
- ♦ Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- ♦ Interpret and explain District policies and procedures.
- ♦ Interpret and apply federal, state, and local policies, laws, and regulations.
- ♦ Communicate clearly and concisely, both orally and in writing.
- ♦ Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members, Board members, the public, outside vendors, other agencies, and government representatives; maintain the capacity to sit at a computer for an extended period of time; walk, file and retrieve documents from filing cabinets, requiring stooping, bending and reaching; stand, and, use hands and fingers to write and to feel and operate office equipment.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inside: The majority of the job activities are performed indoors in a temperature-controlled environment. Exposure to noise generated from the operation of office equipment.

Other Requirements:

Education/Certification:

Bachelor's degree from an accredited college or university with major coursework in accounting, finance, or related field. MBA or CPA preferred. Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.

Experience:

Five years of increasingly responsible experience in financial management or accounting, preferably with a public or government agency, including three years supervisory responsibility. Experience in developing, writing and managing grants is a strong plus.

